

CALENDAR CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving responsibility for maintaining a record of the course of formal matters being considered by the County Legislature. The work is performed under the general direction of the Clerk to the Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives resolutions, local laws, referrals and other matters to be considered by the County Legislature;

Maintains a legislative index and control system by assigning index numbers, recording dispositions and preparing reports on outstanding items;

Coordinates and assembles supporting documents and information for agenda items;

Coordinates with other staff to ensure the smooth and efficient handling of all matters referred to consideration by the full Legislature and to ensure follow up or further consideration of those matters requiring same;

Provides input to the Clerk to the Legislature as to the status of all items referred to committees of the Legislature or under consideration by the full Legislature;

Prepares letters, correspondence and/or transmittal forms for the referral of items for consideration by the several committees of the Legislature.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office practices, procedures and terminology; ability to follow oral and written directions; ability to establish and maintain effective working relationships with others; ability to perform clerical functions; ability to track and follow up on matters referred to the Legislature.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.